



computer training options

Microsoft PowerPoint 2008 for Mac **Introduction Training**

Introduction:

This course provides the student with the skills and knowledge necessary to work with basic tools in PowerPoint 2008 for Mac.

Learning Outcomes:

After completing this course, students will know how to:

- get started with Microsoft Office PowerPoint 2008 for the Mac by familiarizing yourself with its user interface elements.
- create a presentation.
- format text on slides.
- add graphical objects to a presentation.
- modify objects on slides.
- add tables to a presentation.
- add charts to a presentation.
- prepare to deliver a presentation.

Target Audience:

Before taking this course, students should be familiar with using Mac computers to manage information. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Students should have completed the Mac OS X v10.5 (Leopard): Introduction Course, or have equivalent experience, before taking this course.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

Participants will also be presented with a certificate of achievement upon completion of the course.

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Course Content

Getting Started with PowerPoint

Explore the User Interface
Navigate and View a Presentation
Use Microsoft PowerPoint Help
Enter Text
Save a Presentation

Creating a Presentation

Create a Presentation
Edit Text
Add Slides to a Presentation
Arrange Slides
Work with Themes

Formatting Text on Slides

Apply Character Formats
Apply Paragraph Formats
Format Text Placeholders

Adding Graphical Objects to a Presentation

Insert Clip Art and Pictures
Draw Shapes
Insert WordArt

Modifying Objects

Work with Objects
Change Object Orientation
Format Objects
Group and Ungroup Objects
Arrange Objects

Adding Tables to a Presentation

Create a Table
Format Tables
Insert a Table from Microsoft Word

Inserting Charts in a Presentation

Create a Chart
Edit Chart Data
Paste a Chart from Microsoft Excel

Preparing to Deliver a Presentation

Review Content
Add Transitions
Create Speaker Notes
Print a Presentation

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